The University of Regina is subject to legislation that permits individuals to request access to university records. The following guidelines are intended to assist university business and academic units create and manage university records and information that are “access-ready”.

A University-wide records and information management program (RIM) has been established. This program includes the development of guidelines to help university employees manage the filing, storage, retention and disposition of the paper and electronic records they create and maintain on behalf of the University.

These guidelines are designed to promote good recordkeeping which can mitigate against high level business risks such as¹:

- failure to meet legislative and regulatory requirements
- embarrassment to the university’s administrators and academics, especially if inability to manage information competently is highlighted in the media
- poor strategic planning and poor decisions based on inaccurate information and the subsequent risk of misleading the university’s key stakeholders
- business critical information that is not accessible for the conduct of business, dispute resolution, legal challenge or evidential purposes
- loss of credibility, lowered public confidence, or financial or legislative penalties through inability to produce records or provide evidence of business activity when required in a timely manner
- inability to provide evidence of the university’s activities or undertakings with external agencies, clients or contractors
- inconsistent and inefficient conduct of business
- inability to use organisational information and knowledge to full potential
- unlawful disposal of records and inability to fully use corporate knowledge and data
- duplication of effort and poor resource and asset management

• reduced capability of demonstrating good performance or any increased efficiencies or service delivery

• organisational embarrassment, and damage to reputation

• responsibility for the loss of information that has enduring value to society and which supports the university’s cultural and provincial identity.

☆ Keep university records separate from personal/non-university records